



**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202012017 – 11

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing Program	
Contract or Grant Administrator:		Barbara Johnson-Vinna	
Contractor's / Agency Name:		Opportunity Council	
Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		202012017
Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:	
Already approved? Council Approved Date:		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement?	If yes, grantor agency contract number(s):		CFDA#: 14.231 / 21.027
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		202008014 / 201907017
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is this contract the result of a RFP or Bid process?	Sole Source		Contract Cost Center: 122200 / 122300 / 114 / 122800 / 129100 / 1388502 / 674200
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):		
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>		
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
<input type="checkbox"/> Interlocal Agreement (between Governments).			
Contract Amount:(sum of original contract amount and any prior amendments):		Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when :	
\$	7,686,021	1. Exercising an option contained in a contract previously approved by the council.	
This Amendment Amount:		2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.	
\$	1,344,000	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	9,033,021	5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
Summary of Scope: This contract provides funding for the Whatcom Homeless Service Center (WHSC), a centralized point of entry for homeless prevention and re-housing services for Whatcom County residents. This amendment increases funding by \$1,344,000.			
Term of Contract:	1 Year	Expiration Date:	12/31/2023
Contract Routing:	1. Prepared by:	JT	Date: 02/07/2023
	2. Health Budget Approval	KR/JG	Date: 02/17/2023
	3. Attorney signoff:	RB	Date: 02/17/2023
	4. AS Finance reviewed:	A Martin	Date: 02/24/2023
	5. IT reviewed (if IT related):		Date:
	6. Contractor Program Manager:		Date: 3/15/2023
	7. Executive Contractor Review:		Date: 3/15/2023
	8. Council approved (if necessary):	AB2023-175	Date: 03/07/2023
	9. Executive signed:		Date: 3/15/2023
	10. Original to Council:		Date:

WHATCOM COUNTY
Health Department



Erika Lautenbach, MPH, Director

Amy Harley, MD, MPH, Co-Health Officer
Greg Thompson, MD, MPH, Co-Health Officer

MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Opportunity Council – Whatcom Homeless Service Center Contract Amendment #11
DATE: March 8, 2023

Attached is a contract amendment between Whatcom County and Opportunity Council for your review and signature.

▪ **Background and Purpose**

The Whatcom Homeless Service Center (WHSC) provides coordinated entry for the homeless housing system. The WHSC makes referrals to partner agencies for housing case management services, cultivates and maintains relationships with local landlords and motel operators, and serves as liaison for homeless housing activities to the network of service providers and other community stakeholders. This amendment adds \$1,344,000 in funding for eviction prevention based on referrals from partner agencies. Funds will be paid directly to landlords and property management agencies for households meeting eligibility criteria.

▪ **Funding Amount and Source**

Funding for this amendment, in an amount not to exceed \$1,344,000, is provided by the Washington State Department of Commerce Consolidated Homeless Grant (including supplemental Shelter and RRH Grant). These funds are included in the 2023 budget. Total amended contract amount is \$9,033,021. Council authorization is required as the additional funding provided by this amendment exceeds 10% of the amount authorized by Council on 08/09/2022.

▪ **Differences from Previous Contracts**

Section	Revision Purpose
Exhibit A – Scope of Work	Adds funding, outcome and reporting requirements for newly available eviction prevention funds based on referrals from partner agencies. Funds will be paid directly to landlords and property management agencies for households meeting eligibility criteria.
Exhibit B – Compensation	Increase homelessness prevention rental assistance funds by \$1,200,000 and indirect funding by \$144,000 for a total increase of \$1,344,000.

Please contact Ann Beck, Community Services Manager at 360-778-6055 (ABeck@co.whatcom.wa.us) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

202012017 – 11

**WHATCOM COUNTY CONTRACT AMENDMENT
WHATCOM HOMELESS SERVICE CENTER**

PARTIES:

**Whatcom County
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225**

CONTRACT PERIODS:

Original & Amendments #1 through #3:	01/01/2021 – 06/30/2021
Amendments #4 & #5:	07/01/2021 – 12/31/2021
Amendment #6:	09/29/2021 – 12/31/2021
Amendment #7:	01/01/2022 – 12/31/2022
Amendment #8:	02/23/2022 – 12/31/2022
Amendment #9:	08/10/2022 – 12/31/2022
Amendment #10:	01/01/2023 – 12/31/2023
Amendment #11:	03/01/2023 – 12/31/2023

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Amend Exhibit A – Scope of Work, to add funding, outcome and reporting requirements for newly available eviction prevention funds based on referrals from partner agencies. Rent payments will be issued directly to landlords or property managers for the purpose of preventing evictions and homelessness
2. Amend Exhibit B – Compensation, to add \$1,200,000 in direct funding for rental assistance payments and \$144,000 in indirect funding.
3. Funding for this contract period (01/01/2023 – 12/31/2023) is not to exceed \$4,014,751.
4. Funding for the total contract period (01/01/2021 – 12/31/2023) is not to exceed \$ 9,033,021.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 03/01/2023.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: 3/8/2023
DocuSigned by:

2B365BB0422344A...
 Ann Beck, Community Services Manager Date


DEPARTMENT HEAD APPROVAL: 3/9/2023
DocuSigned by:

955C651A30374BD...
 Erika Lautenbach, Health Department Director Date

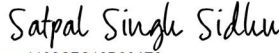
APPROVAL AS TO FORM: 3/14/2023
DocuSigned by:

1EE5DDBD9542404...
 Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

<small>DocuSigned by:</small>  <small>555C420154704A0...</small>	Greg Winter, Executive Director	3/15/2023
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

<small>DocuSigned by:</small>  <small>1192C7C18B664E3...</small>	3/15/2023
Satpal Singh Sidhu, County Executive	Date

CONTRACTOR INFORMATION:

Opportunity Council
 1111 Cornwall Avenue
 Bellingham, WA 98225
Greg.Winter@oppco.org

EXHIBIT “A” – Amendment #11
(SCOPE OF WORK)

I. Background

The annual Point in Time Count of homelessness conducted in January 2022, counted 832 people in Whatcom County who were experiencing homeless, including 218 who were without shelter. Throughout the year, hundreds more face the prospect of losing their homes. The Whatcom Homeless Service Center (WHSC) was established in 2008 to serve as a centralized point of entry for homelessness prevention and re-housing services for Whatcom County residents. The WHSC implements programs and services identified in Whatcom County’s Plan to End Homelessness. The WHSC authorizes and coordinates service delivery among partner agencies and acts as fiscal agent to facilitate rental assistance and eviction prevention payments.

The WHSC is modeled upon evidence-based approaches to homelessness diversion, permanent supportive housing and rapid re-housing (RRH). WHSC housing services work to shift the focus from reliance upon night-by-night emergency shelters and costly institutional facilities in meeting the needs of those experiencing or at risk of homelessness to diversion and permanent housing. By serving as a centralized coordinating system of access to homeless services (including outreach services) and by transitioning homeless individuals and families as quickly as possible to permanent housing, WHSC will improve outcomes for homeless individuals and families and ensure more efficient use of public resources.

WHSC programs include both rental assistance and case management components. WHSC staff manages the Housing Pool list, authorizes and distributes rent subsidies to local landlords on behalf of participating clients, makes referrals to partner agencies for housing case management services, manages the Homeless Management Information Services (HMIS) data collection and reporting requirements, cultivates and maintains relationships with local landlords, and serves as liaison for homeless housing activities to the network of service providers and other community stakeholders. In response to growing community needs and safety concerns created by the COVID-19 pandemic, the WHSC expanded provision of emergency shelter to households experiencing housing instability. The motel rooms used as emergency shelter provide alternatives to congregate settings, and increase safety and linkages to housing resources for participating households.

Services will be provided to low-income and/or homeless individuals and households residing in Whatcom County. Individuals and households served must meet the eligibility requirements of the program funding sources as further referenced in Section IV. – Program Requirements.

II. Definitions

Diversion	Diversion can be the first response to resolving a homelessness episode by focusing on re-housing without a family entering a longer-term housing program. Diversion starts with problem-solving conversations to identify a household’s own strengths and resources, and services are tailored to meet each family’s most critical needs to quickly move into housing. Diversion services can include short-term/one-time financial support (i.e., deposit assistance, flex funding, etc.).
Housing Pool	Quasi wait list that serves clients waiting for housing services based on their needs and available resources instead of a first come, first served basis.
HMIS	Washington’s Homeless Management Information Services – A database used by housing service providers to collect and manage data gathered during the course of providing housing assistance to homeless people or households at risk of losing their housing.
Partner Agencies	Agencies that contract with Whatcom County for the delivery of housing case management services, in connection with the WHSC.

Permanent Supportive Housing Population	Chronically homeless individuals/households with significant barriers to permanent housing; will receive deep rent subsidies and intensive housing case management. Chronically Homeless Families (CHF) have one head of household that meets the definition of chronic homelessness (as stated in CHG Guidelines), and one or more dependents defined as minor children, disabled dependents, or full-time students. Household income may not exceed 50% of area median gross income as defined by HUD.
ESG-CV Prevention	An intervention providing financial assistance including rent, utilities, and case management, for households at imminent risk of or at-risk of, homelessness.
Rapid Re-housing (RRH)	An intervention in which families and individuals experiencing homelessness are rapidly connected to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance including rent and utilities, and targeted supportive services including case management.
ESG-CV Rapid Rehousing and Prevention; Other Financial Assistance	Inclusive of: rental application fees charge by the owner to all applicants; security deposits; last month's rent; moving costs; utility deposits; utility payments; landlord and volunteer incentives.
SHB 1406	SHB 1406 legislation passed in 2019 provides the ability for local communities to retain a portion of sales tax collections to use for rental assistance, operations of new units of supportive and affordable housing, and acquiring, rehabilitating, or construction of affordable housing, for residents with an income of 60% or less of the area median income.
Whatcom Homeless Service Center (WHSC)	WHSC programs provide (1) centralized coordinated system of access (including street outreach) (2) re-housing of those who become homeless (3) supportive services promoting housing stability and self-sufficiency, and (4) data management and tracking information for people receiving homeless housing services in Whatcom County and according to the Washington State Department of Commerce HIMIS data collection requirements. WHSC works in conjunction with Partner Agencies to operate all activities necessary to operate as a system.
Homeless Encampment (camp)	Any doorway, alleyway, recreational vehicle, car, or other place not meant for human habitation where an individual or group of individuals has been residing for more than one night on public land or on unauthorized private property.
CHG Eviction Prevention Rental Assistance and Other Housing Cost Assistance	Rent payments and other housing costs include monthly rent and any combination of first and last month's rent. Rent may only be paid one month at a time, although rental arrears, pro-rated rent, and last month's rent may be included with the first month's payment. Monthly rent is not time-limited. Rental arrears and associated late fees may be paid if the payment enables the household to obtain or maintain permanent housing. Arrears is not time-limited. May also include lot rent for RV or manufactured home, incentives to landlords (including reimbursement for damages), and utility payments (including up to three months of utility arrears).

III. Statement of Work

The Contractor will be responsible for programmatic and administrative services associated with the operation of the Whatcom Homeless Service Center. Administrative and programmatic services include all activities necessary to operate the WHSC as set forth in Sections 1 and 2, below:

1. **Administrative Responsibilities**

The Contractor will:

- a. Provide all Human Resource and administrative services to WHSC employees (e.g., payroll, office supplies and equipment, space rental, IT support, etc.).
- b. Perform all disbursement, accounting, financial management, and reporting functions necessary to manage the funds allocated to WHSC operations. Contractor will maintain a strong internal control system over rental subsidy and eviction prevention disbursements to assure funds are used as intended by this contract. Contractor will maintain written policies and procedures describing how these transactions are processed.
- c. Support WHSC and other housing partners in the management of the HMIS, providing troubleshooting and technical assistance, as needed.
- d. Maintain all client financial and eligibility documentation as described/referenced in Exhibit E.
- e. Maintain all financial documentation as required in Exhibits B and E.
- f. Ensure that the processes and internal controls are operating as planned and make policy adjustments, as needed.
- g. Conduct program evaluation as directed by the Whatcom County Health Department to ensure WHSC programs are meeting the Whatcom County Plan to End Homelessness and subsequent Local Plan Updates.
- h. Send staff to trainings, conferences, and technical assistance events related to carrying out the functions of WHSC and the goals of Whatcom County's Plan to End Homelessness and subsequent Local Plan Updates.

2. **Programmatic Services**

The Contractor will:

- a. Manage a coordinated, centralized homeless housing intake system working collaboratively with Opportunity Council's Community Service Division and Northwest Youth Services intake staff.
- b. Maintain a Housing Pool, which includes prioritizing households for services according to need and available resources and managing a wait list.
- c. Coordinate placement of vulnerable families into Whatcom County emergency shelters for the purpose of providing safety and linkages with case management and permanent housing services.
- d. Determine and document client eligibility for WHSC rent subsidies and case management services based on funding source requirements.
- e. Refer eligible clients to partner agencies for housing case management services.
- f. Administer rental assistance – authorize and disburse subsidies based on housing assessment and determination of need and eligibility. Authorize and disburse emergency assistance per procedures as outlined in the WHSC Policies and Procedures Manual.

- g. Develop the local permanent housing inventory component of the homeless housing system – Search out new housing stock, cultivate and maintain relationships with participating landlords; provide housing search assistance to partner agencies as needed; work to create innovative housing models using best and promising practices as identified by the National Alliance to End Homelessness or other nationally recognized homeless housing organizations.
- h. Manage the community-wide HMIS data system in compliance with the standards set forth by the Washington State Department of Commerce.
- i. Provide guidance to the partner agency staff to ensure effective operations of the WHSC system; keeping partner agencies updated in policies and procedures, HMIS requirements, research and best practices related to homeless housing, specific program requirements, and confidentiality laws.
- j. Provide leadership to community stakeholders regarding activities focused on homelessness and housing stability.
- k. Compile and keep up-to-date WHSC Policies and Procedures Manual consistent with the Washington State Department of Commerce Consolidated Homeless Grant and the Emergency Solutions Grant-CV.
- l. Chair Whatcom County Coalition to End Homelessness meetings and sponsored activities in partnership with Whatcom County Health Department.
- m. Complete the Whatcom County Coalition to End Homelessness Annual Report (Point In Time Count Report). This annual report shall be completed and ready for distribution no later than June 1. An exception to this will be made in extenuating circumstances when the annual Point in Time Count is not required by the WA State Department of Commerce.

IV. Program Requirements

Under the terms of this contract, the Contractor will:

1. Comply with all Washington State Department of Commerce Consolidated Homeless Grant requirements, eligible costs, policies and procedures in the Consolidated Homeless Grant Guidelines including periodic updates to the Guidelines which can be accessed at: <http://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/>
2. Comply with all of the Department of Housing and Urban Development (HUD) coordinated entry requirements as per the HUD Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System regarding the development and implementation of coordinated entry. This Notice, under the authority of 24 CFR 578.7(a)(8), establishes new requirements that Continuums of Care (CoC) and recipients of CoC Program and Emergency Solutions Grant (ESG) Program funding must meet and relate to development and use of a coordinated entry system. This Notice can be accessed at: <https://www.hudexchange.info/resource/5208/notice-establishing-additional-requirements-for-a-continuum-of-care-centralized-or-coordinated-assessment-system/>
3. Comply with relevant State of Washington, Department of Commerce Emergency Solutions COVID-19 Grant guidelines, including periodic updates to the guidelines which can be accessed at: <https://deptofcommerce.app.box.com/s/s2w7o65zm4buhz2bk7t0n3femanl7tml> and <https://deptofcommerce.app.box.com/s/fsmf4pmwkroszjt702j1l9cfvkv5ixmq>
 - a. Per ESG-CV Guideline 3.3.1 Landlord Incentives funding may be used to pay for landlord incentives that are reasonable and necessary to assist households in obtaining housing.

- i. Grantees may not use ESG-CV funds to pay landlord incentives an amount that exceeds three times the rent charged for the unit.
 - ii. Landlord incentives can include signing bonuses, security deposits, costs to repair damages, and extra cleaning fees.
 - iii. Grantee must maintain program records that document that program costs are reasonable.
 - b. Per ESG-CV Guideline 6.3, equipment purchased with ESG-CV funds must adhere to the requirements of 2 CFR 200.313. The disposition requirement of equipment, including vehicles, under 2 CFR 200.313(e) is not triggered as long as the per unit current market value of the item is below \$5,000.
 - i. Invoices or receipts may show multiple items with a total above \$5,000 as long as the current market value of the individual item is below \$5,000.
 - ii. An item with a current market value over \$5,000 may be retained without triggering the disposition requirements if it continues to be used for its original program or purpose (Street Outreach) after expiration of the ESG-CV grant.
 - iii. Any such equipment purchased with ESG-CV funds must be maintained in accordance with manufacturer's recommendations. Evidence of scheduled and routine maintenance must be retained and available for monitoring purposes.
4. Comply with 24 CFR 576, as follows:
 - a. Refer to [24 CFR 576.105](#) when determining eligible costs for distributing funds for Rapid Re-Housing & Prevention; Other Financial Assistance.
 - b. Refer to [24 CFR 576.101\(5\)](#) when determining eligible costs for Street Outreach Transportation activities.
5. Per the Washington State Department of Commerce [Coordinated Entry Guidelines, Section 2.1 Composition](#), include two people with lived experience of homelessness and who are not participating on behalf of an employer, within the governing body (steering committees, boards, etc.) and offer compensation for their time.
 - a. Stipends will be used to compensate people who are not serving the governing body as a component of their occupation.
 - b. Stipend recipients are selected through referrals from housing partners for individuals who have lived experience of homelessness and are interested in improving the experience and outcomes of the coordinated entry process.
 - c. The Contractor will develop a policy that outlines when and how stipends are deployed.
 - d. The Contractor's governing body meets monthly for 90 minutes and total stipends are estimated not to exceed \$3,000, annually.
6. Commit to ending homelessness in Whatcom County by:
 - a. Prioritizing unsheltered homeless households for services (as per CHG Guidelines)
 - b. Assessing each household's housing needs and facilitating housing stability with the goal of obtaining or maintaining a permanent housing (as per CHG Guidelines)
 - c. Employing a progressive engagement service model (as per CHG Guidelines)
 - d. Prioritizing households that are literally homeless when using diversion rent assistance
7. Comply with eligibility requirements for serving veterans as set forth in Whatcom County Code 2.150 and 2.152, and RCW 73.08.005 and incorporated into this contract by reference. Contractor shall determine eligibility based

on Items A and B of WCC 2.150.025 and shall not have utilization of Item C for determining veteran eligibility. The point of contact for the Veteran's Assistance Fund is:

Elizabeth Witowski, Veterans Specialist
Whatcom County Health Department
360-778-6050
EWitowsk@co.whatcom.wa.us

8. Comply with eligibility requirements for serving people with rental assistance that are at risk of homelessness as set forth in Substitute House Bill 1406, and RCW 82.14.540, to include an area median income of 60% or less for those served.
9. Comply with Special Conditions of Commerce Grants incorporated herein as Exhibit E.
10. Comply with Business Associate Agreement incorporated herein as Exhibit D.
11. Comply with American Rescue Plan Act Funding Subrecipient Agreement incorporated herein as Exhibit G.
12. Comply with state confidentiality laws and regulations.
13. Commit to reporting complete quality data that is timely, truthful and accurate (as per CHG Guidelines and HMIS User Agreement).
14. Consequences of non-compliance with CHG and ESG-CV Guidelines as per the WA State Department of Commerce:
 - a. If Commerce determines that a Grantee is failing to comply with Guidelines, Terms and Conditions, Commerce will notify Grantee that Grantee will receive technical assistance and be required to respond to a corrective action plan to address and remedy the non-compliance.
 - b. If the Grantee is still out of compliance after the technical assistance, Commerce may move the Grantee into a probationary period with a second corrective action plan and may reduce the grant total by 20%.
 - c. If the Grantee remains out of compliance after the probation period, Commerce may terminate the grant per the General Terms and Conditions TERMINATION FOR CAUSE.
15. 1406 Rental Assistance Guidelines:
 - a. 1406 will be used to fund rental assistance only for households meeting 1406 eligibility criteria as outlined in RCW 82.14.540 who have been prioritized by the coordinated entry process.
 - b. Funding is to be used to in accordance with the recommendations of the Whatcom County Housing Advisory Committee.
 - c. Households must have an income of 60% or less of the area median income.
 - d. Rental assistance can be provided for up to 6 months per households, with the option to request extensions.
 - e. Case management services are not an allowable expense of this funding.

V. Program Outcomes

The following are the expected outcomes of WHSC in conjunction with its partner agencies. These outcomes are for a calendar year period. The WHSC must ensure rental subsidies are available to support the expected numbers of households served as follows:

1. Re-Housing

- a. At least 200 new households that have become homeless receive short term rent subsidies and case management.
 - b. Fewer than 15% of re-housing households will re-enter homelessness one year after stable exit from the program.
2. Permanent Supportive Housing Population
 - a. At least 60 households receive housing subsidies and case management.
 - i. Two units will be from Opportunity Council owned housing units.
 - b. Up to 4 chronically homeless (CH) families with children (FWC) will receive housing subsidies funded by a subcategory of CHG funding designated specifically for permanent supportive housing for CH FWC. Case management for these families will be funded separately and provided by the Opportunity Council Community Services Program.
 - c. At least 85% retain their housing for six months.
3. Emergency Shelter
 - a. At least 125 households will receive emergency shelter assistance in motel rooms.
 - b. At least 50% of those households are placed in permanent housing after receiving shelter services.
4. Veterans
 - a. At least 110 Veterans will receive housing subsidies and case management support. These outcomes will be achieved by leveraging additional funding resources.
 - b. Fewer than 15% of Veterans served will re-enter homelessness one year after stable exit from the program.
5. 1406 Funds
 - a. At least 35 households will receive rental assistance for permanent housing projects to prevent or end homelessness.
6. Outreach
 - a. At least 150 contacts are made with individuals experiencing unsheltered homelessness by the Homeless Outreach Team
 - b. At least 150 encampments visited by outreach team
7. Eviction Prevention
 - a. At least 140 households will be supported with CHG Eviction Prevention Rental Assistance and Other Housing Cost Assistance

VI. Reporting Requirements

The Contractor shall submit two quarterly reports in formats approved by the County showing the Contractor's progress toward achieving the outcomes identified above. Quarterly reports are due on April 30th, July 31st, October 31st, and January 31st. Whatcom County Health Department may update reporting templates or formats during the contract period, and will provide advance notice of new reporting requirements prior to the start of the reporting quarter.

1. The quarterly fund reports will include:
 - a. Re-Housing:

- i. # of households that have received short term rent subsidies and case management this quarter and year to date
 - ii. # of households who re-enter homelessness after stably exiting from re-housing services
 - iii. # of households that are Veterans
 - iv. # and % of households who re-enter homelessness within one year after stably exiting from re-housing services
 - b. Permanent Supportive Housing Assistance
 - i. # of households receiving housing subsidies and case management this quarter and year to date
 - ii. # of units will be from Opportunity Council owned housing units
 - iii. # and % who retain their housing for six months
 - c. Permanent Supportive Housing for Chronically Homeless Families with Children
 - i. # of households receiving housing subsidies and case management this quarter and year to date
 - ii. # and % who retain their housing for six months
 - iii. # of households who re-entered homelessness after receiving PSH for CH FWC subsidies
 - d. Emergency Shelter
 - i. # of households who received emergency shelter assistance this quarter and year to date
 - ii. # and % of households who received emergency shelter were placed in permanent housing
 - e. Veterans
 - i. # of Veterans who received housing assistance this quarter and year to date
 - ii. # of Veterans who re-enter homelessness one year after stably exiting the program
 - iii. # of honorably discharged Veterans with at least 180 days of service provided housing assistance
 - iv. # of honorably discharged Veterans with less than 180 days of service provided housing assistance
 - v. # of general or under-honorably discharged Veterans with at least 180 days of service provided housing assistance
 - f. Outreach
 - i. # of homeless encampments visited by Homeless Outreach Team
 - ii. # of interactions with people experiencing unsheltered homelessness initiated by Homeless Outreach Team
 - g. Eviction Prevention
 - i. # of households assisted with CHG Eviction Prevention Rental Assistance and Other Housing Costs Assistance
2. The quarterly coordinated entry reports will include the following measures and targets:
 - a. Number of households (HHs) added to Housing Pool (HP): Annual Target 600
 - b. Number of households (HHs) added to Housing Pool (HP) this quarter:
 - c. Number of HHs removed from HP due to successful project referral: Annual Target 485
 - d. Number of HHs removed from HP due to inactivity: Annual Target 150

- e. Of all HHs removed from HP over reporting quarter, the percent that accepted a project referral: Annual Target 75%
- f. Number of partner agency referral requests made for households that included minors: Annual Target 150
- g. Number of partner agency referral requests made for households that did not include minors: Annual Target 200
- h. Number of partner agency referral requests made during this quarter (total): Annual Target 350
- i. Mean number of days to complete referral requests for households that include minors: 3
- j. Median number of days to complete referral requests for households that include minors: 1
- k. Mean number of days to fill referral for households that do not include minors: 4
- l. Median number of days to fill referral for households that do not include minors: 1
- m. Number of new staff trained to conduct intake assessments: 5
- n. Number of multi-agency housing partner meetings to improve function of local homeless/housing system with participation from WHSC staff:36
- o. Number of community stakeholder meetings with participation from WHSC staff: 36
- p. Amount of rental assistance (including eviction prevention, motel rentals, and other stabilizing financial services) dispersed on behalf of partner agency's low-income households: Annual Target is \$2,500,000
- q. Cumulative number of homeless households provided with emergency shelter in the form of motel stays between January 1, 2022 – December 31, 2022: 120
- r. Number of intakes completed by Homeless Outreach Team: 20

Additionally, the County is required to report HMIS project expenditures to the Washington State Department of Commerce for their annual report submitted to the Washington State Legislature. When requested, the Contractor shall provide the County with the necessary expenditure information in a timely manner.

**EXHIBIT "B" – Amendment #11
(COMPENSATION)**

- I. **Budget and Source of Funding:** Funding for the contract period 1/1/2023 through 12/31/2023 may not exceed \$4,014,751. The source of funding is general funds, local document recording fees, Washington State Department of Commerce Consolidated Homeless and Hotel & RRH Grants, Emergency Solutions COVID-19 (CFDA 14.231) Grant, the Veterans Assistance Fund, and HB 1406, and County ARPA funds (CFDA 21.027). COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor's performance of this contract. The budget for this contract is as follows:

Whatcom Homeless Service Center Contract Budget		
*Line Item	Documentation Required with Invoice	Budget
**Consolidated Homeless Grant Funding		
Project Manager	Expanded GL Report for the period plus documentation including client ID, payee, amount of payment, and federally approved fringe rate	\$48,000
HMIS Coordinator		\$23,000
50% Fringe Benefits Rate		\$35,500
Rent Payments (January – June): <i>Includes all eligible expenses under Consolidated Homeless Grant Guidelines</i>		\$515,000
Supportive Housing Rental Assistance for Families with Children		\$43,096
Eviction Prevention Rental Assistance – funding ends June 30, 2023	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$1,200,00
Motel room rentals, minor repairs, damages, and cleaning fees	GL Detail	\$250,000
Travel and Training	Expanded GL Report for the period and as applicable, documentation including, payee, purpose, amount of payment, and federally approved fringe rate. Mileage log to include: name of staff member, date of travel, starting point and destination of travel, number of miles traveled. Mileage will be reimbursed at the GSA rate (per www.gsa.gov). Travel/Training: Include name of traveler, date, start & end point, and purpose. Receipts required for transportation costs, registration fees, etc. Lodging and meal costs follow federal guidelines (www.gsa.gov). Receipts for meals are not required.	3,000
Language Access Plan Implementation, including interpretation services, translations, and printing/publishing costs for materials	Paid invoices or receipts	5,000
CHG Subtotal:		\$2,122,596

Document Recording Fees		
Direct Program Supplies, Telephone, Postage and Printing, Technology and Communication Equipment	Expanded GL Report for the period and as applicable, documentation including, payee, purpose, amount of payment, and federally approved fringe rate.	\$4,700
Governing Body Representation/Participation stipend for individuals with lived experience of homelessness – Stipends are limited to \$75 per meeting, per member	<ul style="list-style-type: none"> • Meeting Agendas • Meeting minutes indicating attendance of stipend recipient(s) 	\$3,000
Document Recording Fees Subtotal:		\$7,700
Veteran's Funding		
Rental Assistance – Veteran's Funds	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$68,304
Veteran's Fund Subtotal		\$68,304
ESG COVID-19 Funding		
RRH & Prevention Rental Assistance:		\$200,000
Rental assistance, rental arrears, late fees		
RRH & Prevention Other Financial Assistance:		\$115,000
Application fees, security deposits, last month's rent, moving costs, utility deposits/payments, and landlord incentives		
Housing Stability Case Management:		Expanded GL Report for the period plus documentation including client ID, payee, amount of payment, and federally approved fringe rate
Case Manager	\$10,000	
50% Fringe Benefit Rate	\$5,000	
Total Housing Stability Case Management		
HMIS Coordination:		\$6,000
HMIS Coordinator	\$4,000	
50% Fringe Benefit Rate	\$2,000	
Total HMIS Coordination		
Emergency Shelter Operations:		Invoices or receipts
Motel room rentals, minor repairs, damages, or cleaning fees	\$200,000	
Total Emergency Shelter Operations		\$200,000
ESG-CV Subtotal		\$536,000
1406 Funding		
Rental Assistance for Low-Income Households	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$200,000
1406 Funding Subtotal:		\$200,000

ARPA Funding		
Housing Resource Coordinators	Expanded GL Report for the period plus documentation including client ID, payee, amount of payment, and federally approved fringe rate	\$90,000
Fringe Benefits		\$45,000
Housing Retention Manager		\$50,000
Fringe Benefits		\$25,000
Emergency Shelter Coordinator		\$50,000
50% Fringe Benefits		\$25,000
Coordinated Entry Program Support Specialist		\$43,333
50% Fringe Benefits		\$21,667
Motel room rentals, minor repairs, damages, and cleaning fees		\$300,000
ARPA Subtotal		\$650,000
Subtotal of all above expenses:		\$3,584,600
Indirect and Admin. Expenses		
CHG Funding (12%)		\$254,711
DRF Funding (12%)		\$924
ESG-CV Funding (Admin. 7%)		\$37,520
1406 Indirect (12%)		\$24,000
ARPA to cover ESG-CV indirect shortfall (5% of ESG-CV Activities only)		\$26,800
Veteran's Fund (Admin. 12%)		\$8,196
ARPA Indirect (12%)		\$78,000
Indirect and Admin. Subtotal:		\$430,151
TOTAL BUDGET:		\$4,014,751

*Changes to the line item budget that exceed 10% of the line item amount must be approved in writing by the County. Indirect and fringe benefit cost rates shall not exceed the current federally approved rates. All allocated direct costs must be based on approved cost allocation plan.

**During this grant period, a minimum of 36% of Rental Assistance – CHG Funds - must be paid out to for-profit or nonprofit private landlords, as required by the Washington Department of Commerce.

II. Invoicing

1. The Contractor shall submit invoices to (include contract/PO #) HL-BusinessOffice@co.whatcom.wa.us.
2. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th of the month following the month of service. Invoices submitted for payment must include the items identified in the table above. Send invoice-related communication to Barbara Johnson-Vinna.
3. The Contractor shall submit the following monthly deliverables on time with truthful, accurate information:
 - a. 2021-23 Report from HMIS included with the Invoice (refer to related section of the CHG Guidelines addressing this requirement).

4. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.

This is not research and development.

5. Invoices must include the following statement, with an authorized signature and date:

I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.

6. Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.